WE’RE HIRING

Resumes’ are being accepted by Taylor County Extension & Outreach for the following positions:

**Summer Youth & 4-H Intern (2 positions)**

Summer Youth & 4-H Intern position for the months of May, June and July 2022 (24 hours per week). Responsibilities include (but not limited to) conducting youth day camps, workshops and assist with the 4-H program during the 2022 Taylor County Fair. Candidates must have experience working with youth ages Kindergarten thru 12th grade, Microsoft office as well as enjoy working with families. Livestock experience would be helpful but is not required.

Resumes may be submitted to Taylor County Extension, 609 Pollock Blvd., Bedford, IA 50833. Resumes will be accepted until the position is filled.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext. ADV.20.04 July 2020

Taylor County
www.extension.iastate.edu/cl
JOB DESCRIPTION
SUMMER INTERN
TAYLOR COUNTY EXTENSION

2 Positions

START/END DATE: May 16, 2021 (as available) to July 22, 2021 - may flex based on applicant’s schedule and office workload

PAY AND HOURS: Based on Experience, 24 hours per week, Monday thru Thursday, hours will increase around fair week (July 12-17). Start/end time will vary with program needs.

JOB RESPONSIBILITIES:
During the month of June the position will have a primary focus on summer youth programming such as day camps and other youth outreach. During the month of July the position will have a primary focus on office support and coordination/communication regarding fair activities. The position will be exposed to a wide variety of work experiences and programming opportunities. General skills and tasks are outlined below. Other duties will be assigned throughout the summer based on programming and staffing needs.

Clerical:
• Assist in letter writing, preparing brochures/booklets and other communications
• Collection and management of registrations, entries and other program data
• Daily customer service- distributing information and handling transactions with clients via email, mail, phone and in-person
• Other clerical duties as needed to support programming

Program Assistant/Support Staff:
• Assist with delivery of summer 4-H & Youth programs
• Prepare and organize workshop/camp materials as necessary
• Attend workshops/camps to help carry out programming
• Assist with county fair events
• Assist with pre-fair preparation and activities
• Conduct evaluations and collect/report information for annual statistical
• Assist with preparation and delivery of other Extension programs as needed

SUPERVISOR: Taylor County Extension Director

QUALIFICATIONS:
• Computer Skills
• Ability to communicate orally and in writing
• Licensed Driver and access to a vehicle
• Ability to work with youth and the general public
• Ag Livestock and/or 4-H or FFA background helpful
• Other skills needed
  1. Commitment to the job
  2. Self-Motivated
  3. Organized
  4. Positive attitude
  5. Interpersonal Skills
  6. Willing to be productive member of Extension team, including office staff, volunteers, 4-H & Youth Action Committee, County Extension Council, and others.